



# Credential Application

Remit to:  
State of Wisconsin  
Department of Commerce-Credentialing  
P.O. Box 78780  
Milwaukee WI 53293-0780  
Phone (608) 261-8500  
TDD #: (608) 264-8777  
7:45 a.m. - 4:30 p.m.

**THE CREDENTIAL WILL NOT BE  
PROCESSED UNLESS YOU:**

- A. Sign and date this form;
- B. Submit a complete application with all blanks filled in or marked non-applicable;
- C. Attach the specified fee; and
- D. Attach documents if specified on this application.

Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1)(m)].

**Instructions:** Please print clearly. **Be certain to sign and date the application.** The applicant's social security number is mandatory information. **Make a photocopy of the completed application for your records.**

By signing below, the applicant swears that all information provided on this application is true, accurate and that the credential requirements are met. Notice: Information collected may be used for participation surveys, eligibility for approvals, law enforcement (including child support and tax delinquency enforcement) purposes and other secondary purposes. The Department may also provide this information to requesters pursuant to Wisconsin's open records law, ss. 19.31-19.39 stats. Social security numbers are required when applying for a license according to Wisconsin Stats. But they may not be disclosed to anyone except other State of Wisconsin governmental agencies.

Applicant's Signature	Date (mo/day/yr)
<b>Applicant Information</b>	
Applicant's Social Security No:	
Applicant's Name (First, Middle and Last):	
Address No. & Street, or P.O. Box:	
City, Town or Village, State, Zip + 4 Code:	
Country, If Other Than United States:	
Telephone No. (include area code):	
If Available, Fax No. (include area code):	
If Available, Internet Address:	

## PLUMBING LEARNER-RESTRICTED APPLIANCE REGISTRATION

**Credential Fee (nonrefundable): \$15** class code 7630

Make checks payable to: Department of Commerce. The credential will be effective for 2 years from the date of issuance. Office location: 201 W. Washington Ave, Madison. Mailing address: PO Box 7082, Madison, WI 53707.

**Reason for Credential:** Except as provided under s. 145.06 (4) Stats., and pursuant to s. 145.06, Stats., no person may install plumbing unless the person holds a credential issued by the department as a licensed master plumber, licensed master plumber-restricted, licensed journeyman plumber, licensed journeyman plumber-restricted, registered plumbing apprentice, registered plumbing learner-restricted, registered utility contractor or registered pipe layer.

**Requirements of Credential:** Pursuant to s. 145.14, Stats., the plumbing activities that may be undertaken by a person who holds a credential as a licensed master plumber-restricted appliance, licensed journeyman plumber-restricted appliance, or registered plumbing learner-restricted appliance shall be limited to the installation and modification of water heaters, water softeners, water treatment devices and other items in connection with an existing water supply system which do not require direct connection to the drain system. A person who holds the credential shall carry on his or her person the credential issued by the department while performing or conducting the activity or activities permitted under the credential.

The plumbing activities that may be undertaken by a person who holds a credential as a registered learner-restricted appliance shall be performed under the direct supervision of a person who holds a master plumber license, a master plumber-restricted appliance license, a journeyman plumber license or a journeyman plumber-restricted appliance license. A business engaged in the installation of plumbing that utilizes plumbing learners shall maintain a ratio of at least one journeyman plumber or journeyman plumber-restricted for each plumbing learner. For this purpose, a master plumber or master plumber-restricted may act as a journeyman plumber or journeyman plumber-restricted, respectively.

**Qualifications for Credential:** A person applying for a plumbing learner-restricted appliance registration to install or modify plumbing shall be at least 16 years old, shall have completed the 12th grade in school or its equivalent, and shall be employed by an acceptable business engaged in the installation of plumbing. To demonstrate the applicant's qualifications do the following:

1. **Fill** in the applicant's birth date (month/day/year, example 04/02/60):

2. **Attach** one of the following:

- a) a copy of the applicant's high school diploma;
- b) evidence of completion of the general equivalency diploma;
- c) notarized transcripts or letter from the high school stating that the student completed the 12th grade in school; or
- d) transcripts showing the applicant has a bachelor, associate or other degree from an accredited college or university.

3. **Obtain** the signature of the responsible master plumber:

As the master-plumber, the undersigned swears that the business which employs the applicant is engaged in the installation of plumbing allowed by this credential category and the business maintains a ratio of at least one journeyman plumber or journeyman plumber-restricted for each plumbing learner.

Plumber Name (please print)	Credential (license) No.	Plumber Signature
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NOTE: To order your learner study materials package, use the enclosed order form.

## **Plumbing Learner-Restricted Appliance Instructions**

To meet the qualifications to take the exam for the Journeyman Plumber-Restricted Appliance License, the person who holds the plumbing learner-restricted appliance registration must do the following prior to expiration of the plumbing learner-restricted appliance registration:

- accumulate 1,000 hours of experience as a plumbing learner-restricted appliance; and
- complete educational course work.

Both requirements must be met at the time of application for the journeyman plumber-restricted appliance exam.

**The Plumbing Learner-Restricted Appliance registration is not renewable. Failure to complete the qualifications prior to the expiration date on the plumbing learner-restricted appliance registration will require the applicant to start over.**

To order your learner study package use the enclosed order form.

Contact Document Sales @ (608) 266-3358 or (800) 362-7253 and purchase a copy of the following:

- Plumbing Code: Chapters Comm 81-87, Wisconsin Administrative Code
- Credentialing Code: Chapter Comm 5, Wisconsin Administrative Code

The Journeyman Plumber-Restricted Appliance exam contain many questions which are based upon the codes listed above. It is strongly recommended you purchase these codes. Note that Document Sales also offers an update service. If you purchase the update service, Document Sales will mail you copies of changes (if any occur) to the codes for which the update service was purchased for one year.

### **Educational Course Work**

The master plumber you work for is responsible for your training and education. The documents in the Learner Packet include self checks so your understanding of the material can be verified. If you do not understand the material, you should ask the master plumber for help.

## Qualifications to Apply for Journeyman Plumber-Restricted Appliance Exam

When this form is completely filled out, call the Customer Service Center at (608) 261-8500 for an Application for Journeyman Plumber-Restricted Appliance License. When you receive the application, follow the instructions to apply. DO NOT send this form in without the application.

The applicant should record their name and credential (license) number when they receive this form.

Applicant's Name:	Credential (license) Number:
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Note that the experience and educational course work portion of this form must be completed.

### Experience

In the Experience Hours column, fill in the number of hours the applicant has worked under the direct supervision of a person who holds a master plumber license, a master plumber-restricted appliance license, a journeyman plumber license, or a journeyman plumber-restricted appliance license. Have the person who holds the license who directly supervised the work performed by the applicant sign that the applicant has the necessary hours of experience.

Experience Hours	Hours Witnessed by	Signature of Witness	Witness Credential (license) No.	Telephone Number of Witness

### Educational Course Work

The signature of the master plumber, master plumber restricted appliance, or Waukesha Community Technical College instructor indicates that the learner identified on this form has completed the educational course work.

Educational Course Work	Signature of Witness	Witness Credential (license) No.	Date
Plumbing Code, chs. Comm 81-87-40 hours of credit			
Blueprint or blueline reading-20 hours of credit			
Plumbing related mathematics-10 hours of credit			
Appliance and equipment servicing-30 hours of credit			

# PLUMBING LEARNER RESTRICTED PROGRAMS ORDER FORM

The following resources are available through the Safety and Buildings Division. You may find them helpful as you study for your competency exams.

If you have questions regarding your order, contact the Material Orders Unit, (608)266-1818. If you have questions regarding your credential program, contact the Credential Unit, 608/261-8500. TDD/VOICE RELAY: 1-800-947-3529. Documents may be purchased prior to applying for exam.

Mail order form and payment to the address below. The check should be made out to the Department of Commerce. **NOTE: The cost per PACKAGE is \$60.**

## ☐ SERVICE PACKAGE

- Basic Applied Math - Sewer
- Blueprint & Drafting, Part 2-Sewer
- Excavation & Trenching
- Building Level/Transit

## ☐ APPLIANCE PACKAGE

- Appliance Equipment Devices
- Basic Plumbing Math - Appliance
- Blueprint & Drafting, Part 2-Appliance
- Sizing the Water Supply System
- Water Treatment Handbook
- Cross Connection Control Manual

Packages also includes: Chapter 145 of the Wisconsin Statutes, Blueprint & Drafting, Part 1, 12 sheets of 1/4" by 1/4" squares (for Blueprint & Drafting Manual), plus Answers to Blueprint and Drafting Self-Checks.

## SEND TO:

Inspection and Safety Support Section  
Safety and Building Division  
P.O. Box 2509  
Madison, WI 53701-2509

Code Publications 8035

CONFIRMATION OF PAYMENT

PAID

REC. # \_\_\_\_\_

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City

State:

Zip: \_\_\_\_\_

Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1)(m)].

The Department of Commerce is an equal opportunity service provider and employer. If you need assistance to access services or need material in an alternative format, please contact the Department at (608) 266-3151 or TTY (608) 264-8777.

SBD-10600(N.08/01)